



THE CITY OF SAN DIEGO **MANAGER'S REPORT**

DATE ISSUED: October 26, 2001 REPORT NO: 01-234

ATTENTION: Natural Resources & Culture (NC&R) Committee,
Agenda of October 31, 2001

SUBJECT: Library System Building Program

SUMMARY

THIS IS AN INFORMATION ITEM ONLY. NO ACTION IS REQUIRED ON THE PART OF THE CITY COUNCIL.

BACKGROUND

The period from 1980 to 2000 saw substantial growth and change for branch libraries. In 1980, San Diego had a population of about 865,000, and the Library system included the Central Library, 29 branch libraries and a Bookmobile. Those 29 branch libraries averaged less than 5,000 square feet.

During that 20 year period, San Diego's population grew to over 1.2 million and 19 branch library construction projects were completed. The number of branches increased from 29 to 33, as service was expanded to newly developing communities in the north of the city. Thirteen new branch buildings were completed, some replacing previous facilities at new sites. The thirteen new buildings average more than 15,000 square feet in size, and allow the library system to offer a wider variety of materials, programs and services than in the past.

DISCUSSION

In 1998, the City Council approved revised branch library guidelines for both physical facilities and operations (such as staffing levels and a maintenance program) contained in the Branch Library Facilities Report. The primary physical guidelines are as follows:

- Branch size of 13,000 square feet minimum
- Site size of 1.5 to 3 acres, and one parking space per 200 square feet of building space

with an additional parking space per 80 square feet of meeting room space

- Service area radius of approximately two miles, thus spacing branches four miles apart
- Service area population of 18,000 to 20,000 residents before a permanent library facility is warranted
- A minimum of two items per capita for library materials in the branch libraries

In addition to the physical guidelines, Council accepted staffing guidelines, starting with 6.70 full-time equivalent (FTE) positions as the minimum basic staffing level for a facility of at least 10,000 square feet with 48 weekly service hours, up to 18.74 FTE positions for a branch circulating over 350,000 items annually with 62 weekly service hours.

In the past few years, input from community focus groups has increased the list of desirable features to include computer labs, homework centers, community meeting rooms, and designated space for service to teens and to preschoolers. The addition of these new spaces accounts for the increasing size of the new branch facilities.

Attachment 1 is a summary of the projects included in the Library Department's current Capital Improvements Program, including the New Main Library project. The summary includes available funding as of the start of FY 2002, unidentified costs, and total estimated project costs.

Attachment 2 consists of a partial update of the "baseball cards" contained in the Branch Library Facilities Report issued in April 1998. These "baseball cards" provide photographs and descriptions of the 33 branches in the San Diego Public Library system. The information that has been updated is the activity information. The population information is in the process of being updated by SANDAG, and we will re-issue the "baseball cards" as soon as we receive the revised figures.

NC&R Committee Hearings

Staff have been meeting with each Council Office in preparation for the four library presentations scheduled at NR&C between October 31 and December 12, 2001. Attachment 3 is an overview of the libraries in districts 1 and 2, including a summary of the discussions between staff and the Councilmembers. The NC&R Committee will be provided overviews of the libraries in the remaining districts prior to the November and December meetings.

Proposition 14

On March 7, 2000, California voters approved Proposition 14, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Proposition 14 will provide \$350 million in grants over the next few years for local agencies to

construct new libraries or expand and/or renovate existing libraries. Applications for bond act funding could be submitted to fund a portion of the Library's capital improvement costs.

Libraries can apply for grants of between \$50,000 and \$20 million per facility, and a 35 percent local match will be required. First priority funding is established for joint-use projects where there is a cooperative agreement between libraries and schools.

Specifically, Proposition 14 funds can be used for:

- site acquisition
- new building construction
- remodeling/renovation of existing public facilities, or converting other facilities to public libraries
- upgrading telecommunications and electrical systems to accommodate technology, and
- purchasing furniture and equipment, if the procurement or installation is part of a construction or remodeling project funded by the bond act.

Implementation of the bond act will occur in five phases, consisting of start-up, organization and rule making, grant applications, architectural plan review, and project construction and close-out. It is anticipated that there will be three cycles to the application phase, with the first round of applications due in June 2002, the second in March 2003, and the third deadline estimated for January 2004.

Approximately 40 percent of the \$350,000,000 will be available for distribution in the first cycle. In order to have sufficient time to prepare the complex applications for the first round of submittals, projects will need to be selected by the end of the calendar year. Attachment 4 provides a summary of the criteria that projects will have to meet in order to be eligible for a Proposition 14 grant.

Respectfully submitted,

Anna Tatár
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Attachments: 1. San Diego Public Library Capital Improvement Projects
2. Branch Library "Baseball Cards"
3. Overview of Libraries in Districts 1 and 2
4. Criteria for Proposition 14 Grant Applications